

Consignee Profile

Version 3.19.3

N o t e s

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Login: Enter username and password

Page : Login



1. NOTA :

Login credentials are provided by the administrator. To request a new password, you can click on "Forgot password." An email will be sent to you for this purpose.

CONSIGNOR Menu: Section Details

AGENDA

List of Requests

List of all pending requests (DPQ: requests for a berth allocation; DS: requests for departure; DH: requests for shifting/relocation)

Archives

List of all archived port calls

HARBOUR OFFICE

Quay occupancy forecasts

Quay occupancy schedule

Vessel database

Search for vessel specifications; register a new vessel.

Vessels alongside

Port status: vessels currently alongside

Uploads

Area for uploading documentation and submitting port-call schedule files

Movements

List of completed movements

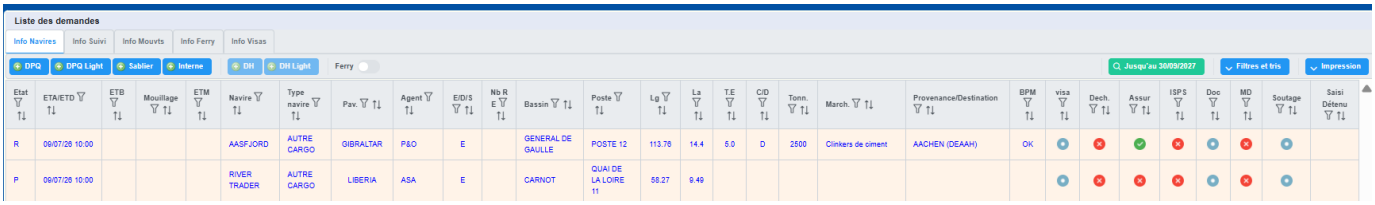
Letters / List of Requests

Letter identification

R: Actual/realized demand
F: Firm demand
P: Forecast demand
S: Cancelled demand
C: New vessel

E: Entry
D: Shifting (within port)
S: Departure

List of Pending Requests / Page: List of Requests / Tab: Vessel Info



This tab provides information on the status of a request, including the vessel's announced ETA/ETD and ETB, its name and type, the agent who submitted the request, the direction of movement, the number of tugs requested, the sector, the requested berth, the vessel's length and beam, its declared draft, details regarding the cargo, the port of origin or destination (depending on the direction of movement), and the "BPM" (authorization for movement). It also features several status icons: the "DOC" icon (green if the port call file has been validated by the agent, otherwise red), the "ISPS" icon (green if the security declaration has been submitted, otherwise red), the "VISA" icon (green if the port call file has been validated by the Harbour Master's Office, otherwise red), the "MD" icon (green if the dangerous goods declaration has been submitted, otherwise red), and the "ASSUR" icon (green if the insurance box has been checked in the request, otherwise red). Additionally, if a vessel is marked as seized or detained by the Harbour Master's Office, a specific icon is displayed.

For this list, the following quick actions are available:

- Create DPQ (click the button; subject to user permissions)
- Create DPQ light (click the button; subject to user permissions—for managing vessels not subject to GUMP)
- Create DH (select the DPQ entry in the list + click the button)
- Create DH light (select the DPQ light entry in the list + click the button)

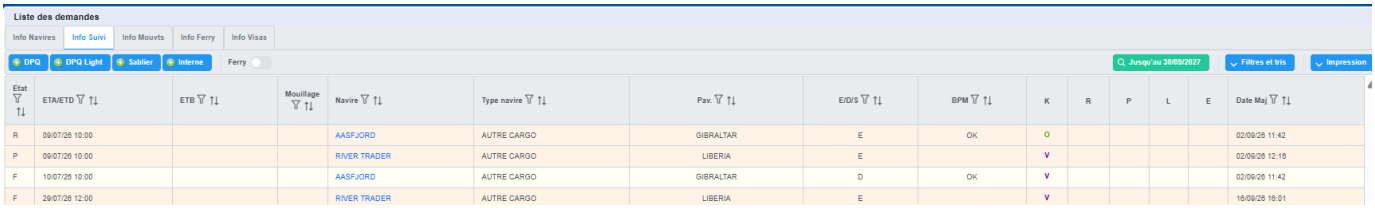
For this list, the following general filters are available:

- Ferry: By default, this hides requests for ferry-type vessels. Click to enable the display of ferry requests.
- Date filters: Click to specify the desired date range. No date selection means no date-based filtering.
- Filters and sorting:
  - Column selection: Allows you to display only the columns you wish to see.
  - Clear filters and sorting: Resets all applied filters and sorting settings.

Printing: exports the list content in PDF, XLSX, or CSV format, based on the filters, sorting, and column selections applied.

Tabs / List of Requests

Tab identification / Page: List of Requests / Tab: Tracking Info



This tab allows you to view the status of a request, the vessel's ETA/ETD, its name, the direction of movement, whether the "BPM" (authorization for movement) is granted, and the status of various clearances: R (Towing), P (Pilotage), K (Harbormaster's Office), L (Mooring), and E (Operator). A purple "V" indicates a "VU" (seen/acknowledged) status. A green "O" indicates an "OK" (approved) status. A red "N" indicates a "NON OK" (not approved) status. If a clearance letter is underlined, it means a comment has been added.

The following quick actions are available for this list:

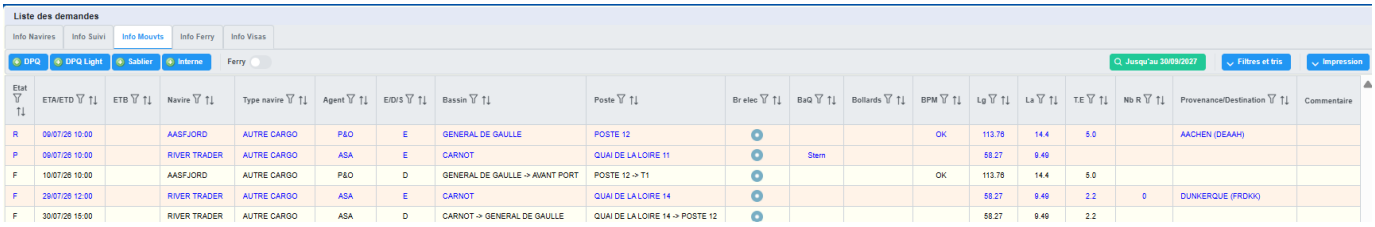
- Create DPQ (click the button; subject to user permissions)
- Create DPQ light (click the button; subject to user permissions—for vessels not subject to GUMP)
- Create DH (select the DPQ entry in the list + click the button)
- Create DH light (select the DPQ light entry in the list + click the button)

The following general filters are available for this list:

- Ferry: By default, this hides ferry-related requests. Click to enable the display of ferry requests.
- Date filters: Click to specify a date range. If no dates are entered, no date-based filtering is applied.
- Filters and sorting:
  - Column selection: Choose which columns to display.
  - Clear filters and sorting: Reset all applied filters and sorting criteria.
- Print/Export: Export the list content to PDF, XLSX, or CSV format, based on the currently applied filters, sorting, and column selections.

Tabs / List of Requests

Tab identification / Page: List of Requests / Tab: Movement Info



This tab provides information on the status of a request, including the vessel's name, its ETA/ETD, the direction of movement, whether the "BPM" (authorization for movement) has been granted, the vessel's length, its draft, the number of tugs requested, the assigned berth, the side of the vessel to be placed alongside the quay, the requested bollards, the agent who submitted the request, the cargo handler, and any comments provided by the agent.

The following quick actions are available for this list:

- Create DPQ (click the button; subject to user permissions)

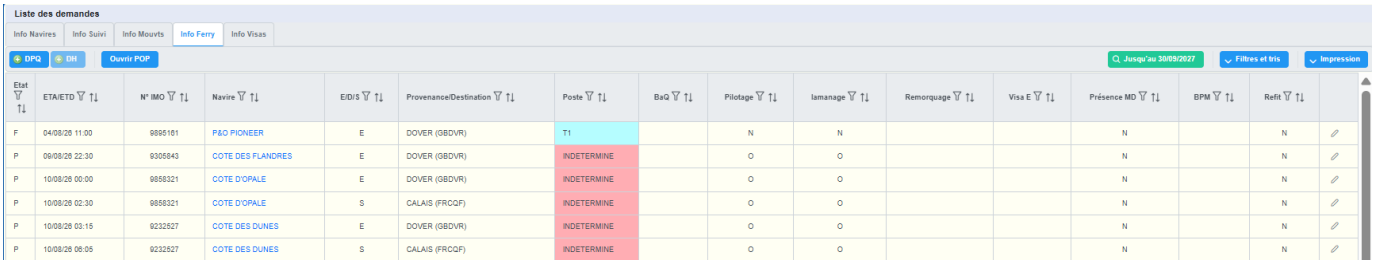
- Create "light" DPQ (click the button; subject to user permissions—used for vessels not subject to GUMP regulations)
- Create DH (select the DPQ entry in the list and click the button)
- Create "light" DH (select the "light" DPQ entry in the list and click the button)

The following general filters are available for this list:

- Ferry: By default, this hides ferry-related requests. Click to enable the display of ferry requests.
- Date filters: Click to specify a desired date range. If no date is selected, no date-based filtering is applied.
- Filters and sorting:
  - Column selection: Allows you to choose which columns to display.
  - Clear filters and sorting: Resets all applied filters and sorting criteria.
- Print/Export: Exports the contents of the list to PDF, XLSX, or CSV format, based on the currently applied filters, sorting, and column selections.

Tabs / List of Requests

Tab identification / Page: List of Requests / Tab: Ferry info



This tab is visible only to ferry companies. It provides information on the status of a request, including the vessel's announced ETA/ETD, IMO number, name, direction, origin or destination, assigned berth, the side of the vessel to be placed alongside the quay, pilotage requirements (Y/N), mooring services (Y/N), the number of tugs requested, operator approval, the presence of dangerous goods (Y/N), whether the movement authorization (BPM – *bon pour mouvement*) has been granted, and whether the vessel is undergoing a refit (Y/N). This list displays only ferry-type vessels for which the notifications have not been archived, deleted, or completed.

The following quick actions are available for this list:

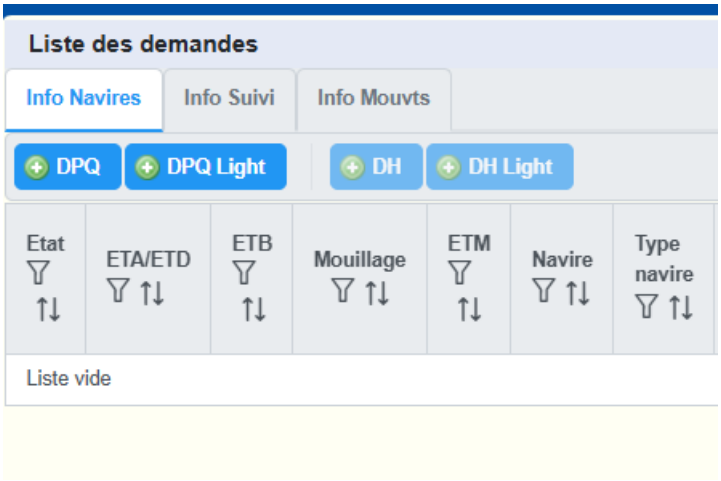
- Port call file (select the relevant entry—DPQ or DS—in the list and click the button).

The following general filters are available for this list:

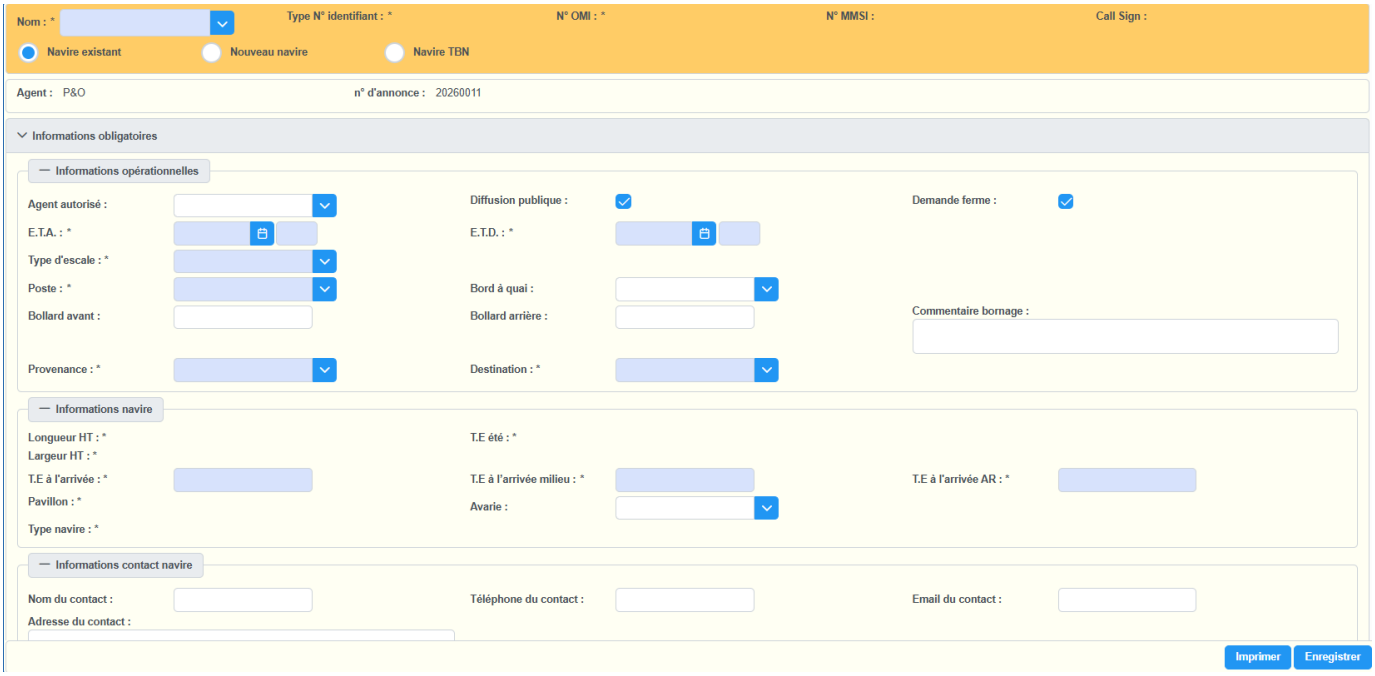
- Date filters: Click to specify the desired date range. If no date is selected, no date-based filtering is applied.
- Filters and sorting:
  - Column selection: Allows you to display only the columns you wish to see.
  - Clear filters and sorting: Resets all applied filters and sorting criteria.
- Print/Export: Exports the contents of the list to PDF, XLSX, or CSV format, based on the currently applied filters, sorting, and column selections.

DPQ : Création Nouvelle DPQ

Page: Berth Allocation Request Creation



The "DPQ" button at the top left of the request list opens the page for creating a new berth allocation request.



A vessel is making a new port call:

Enter the first letters of the vessel's name or its IMO number in the "Name" list to start the search.

✓ **Three situations may arise:**

✓ The search returns one or more results

Click the required vessel

✓ The search returns no results

- Select "New vessel"

- Fill in the mandatory fields (vessel name and IMO number) and, where applicable, the dimensions.
- Save the DPQ. It will appear in the list with the icon.
- Then reopen the DPQ and click the “Create vessel” button to save the vessel’s characteristics.
- When the vessel details form is saved, the Harbour Master’s Office will be notified that the vessel must be validated.
- Once validated by the Harbour Master’s Office, the icon will disappear.

✓ The vessel’s name is not yet known (or you wish to keep it temporarily anonymous).

- Tick the TBN option.
- Fill in the mandatory fields of the request.
- Save the DPQ. It will appear in the list under the name TBN.
- Once the vessel’s name is known, reopen the DPQ and replace TBN in the Name field at the top left of the page with the vessel’s name, selecting it from the list. If the vessel does not appear in the list, ask the Harbour Master’s Office to create it.

MANDATORY FIELDS: fields highlighted in blue for a firm request

- ETA – ETD
- Port-call type
- Harbour basin – BERTH
- Port of origin – Destination
- Length overall – Beam
- Summer draft
- Arrival draft: forward – midship – aft
- Flag
- Vessel type
- Captain's surname – Captain's first name
- Number of passengers – Number of crew members
- Cargo handler (if cargo is declared)
- Vessel security level indicator (default: 1)
- Inspection of vessel subject to enhanced inspection
- Fumigation (cargo vessels only)

MANDATORY FIELDS: fields highlighted in blue for a forecast request, a new vessel or TBN

- ETA – ETD
- Harbour basin – BERTH
- Cargo handler (if cargo is declared)

✓ NOTE 1

If the vessel is calling to load, tranship or unload a product, all fields in the "Cargo information" section must be completed. In the case of transit, only the cargo type, tonnage, number of units, packaging and port of origin/destination of the cargo are mandatory.

✓ NOTE 2

All drop-down lists support autocomplete searching (similar to Google).

✓ NOTE 3

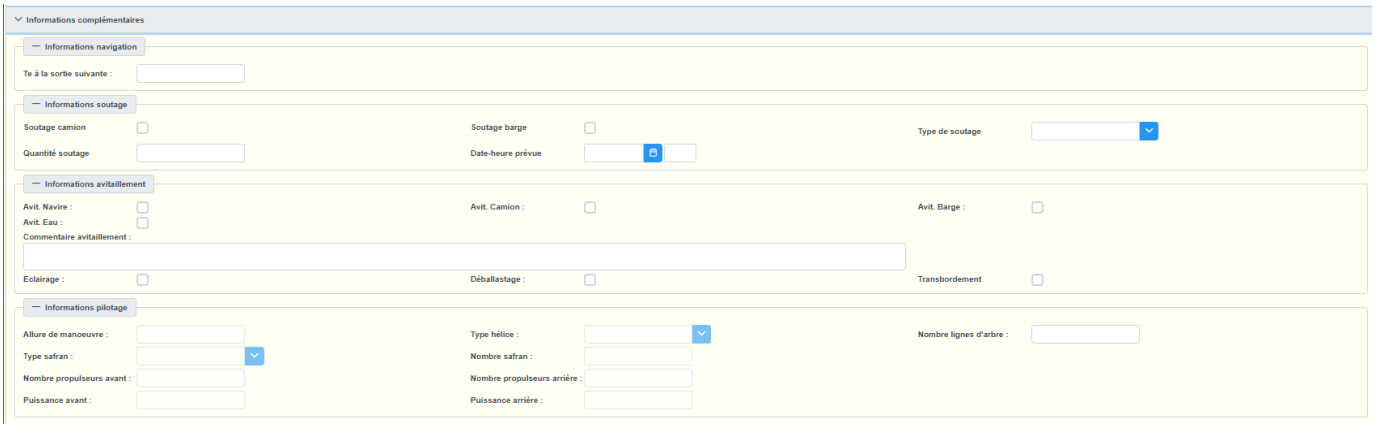
By default, every berth allocation request (DPQ) is a "FIRM REQUEST" (see the checkbox at the top right of the screen).

✓ NOTE 4

By default, every berth allocation request (DPQ) is a "PUBLIC REQUEST" (see the checkbox at the top right of the screen). Non-public requests are not visible to other agents until the movement has been completed.

DPQ: Additional Information

Page: Berth Allocation Request Creation



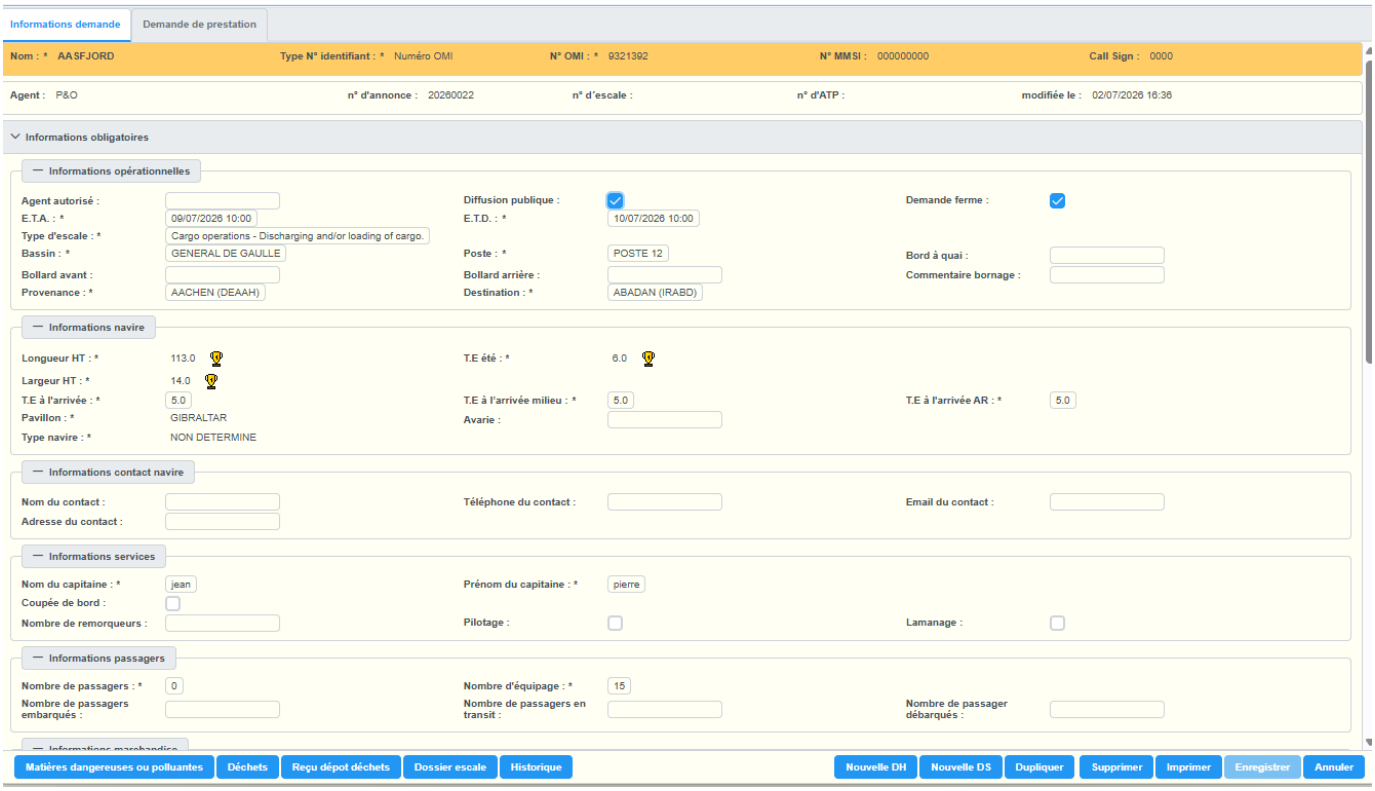
- ✓ **The information on this page is optional:**
  - ✓ It includes bunkering, provisioning and pilotage information concerning the number of thrusters. Bunkering and provisioning information can be modified until the vessel's departure.

DPQ: Reviewing and Editing Entries

The DPQ can be edited. Simply click the field(s) to be modified and save the changes.

- ✓ **Using the command buttons at the bottom of these pages, you can:**
- ✓ **create a SHIFTING request (New DH) or a DEPARTURE request (New DS)**
- ✓ **duplicate the berth allocation request (copy the request)**
- ✓ **delete the request (cancel it)**
- ✓ **print the request**
- ✓ **open the port-call file**
- ✓ **open the vessel details form**
- ✓ **view the request history**
- ✓ **access shortcuts to formalities: dangerous goods declaration, waste delivery receipt and waste declaration**

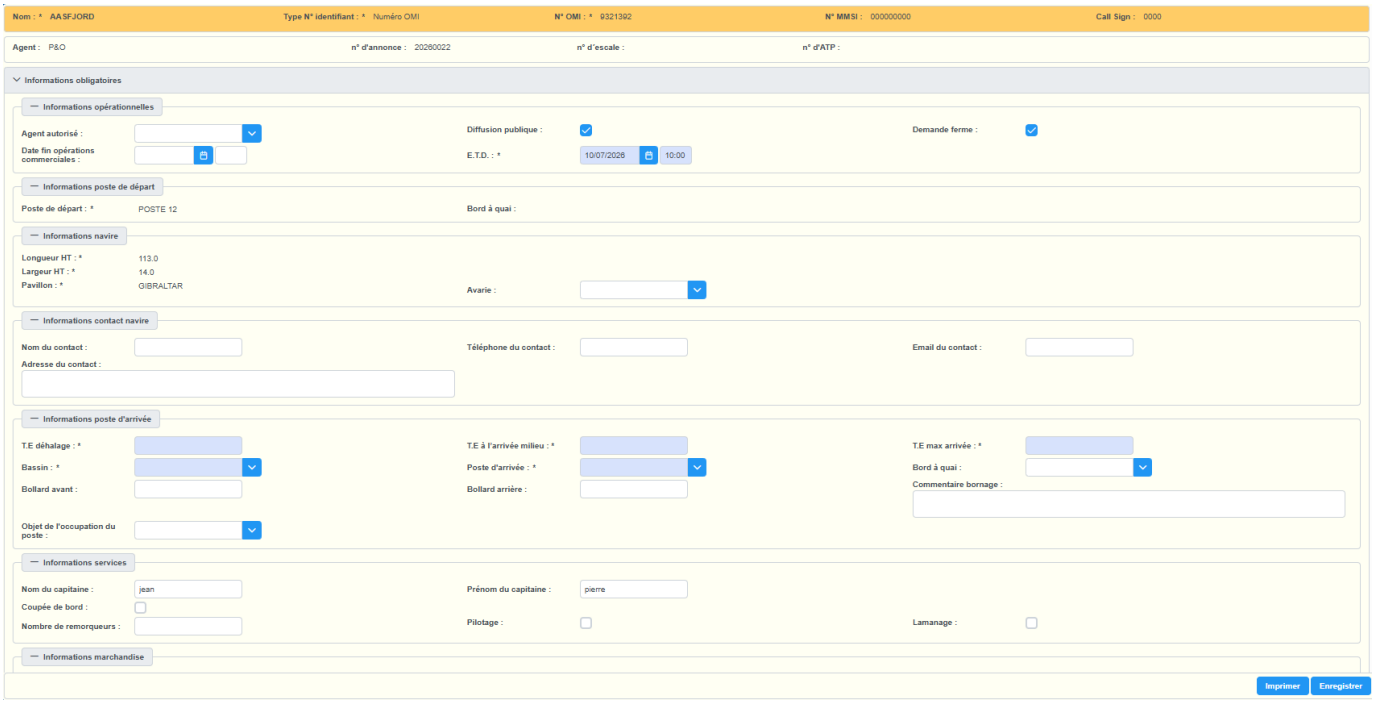
Page: Berth Allocation Request



DH: Mandatory Information

Shifting Request (DH): Change of Berth

Page: Shifting Request Creation



Click the "New DH" command button at the bottom of the DPQ screen or at the top left of the request list to open the entry screen shown above. A shifting operation refers to a change of berth within the same port.

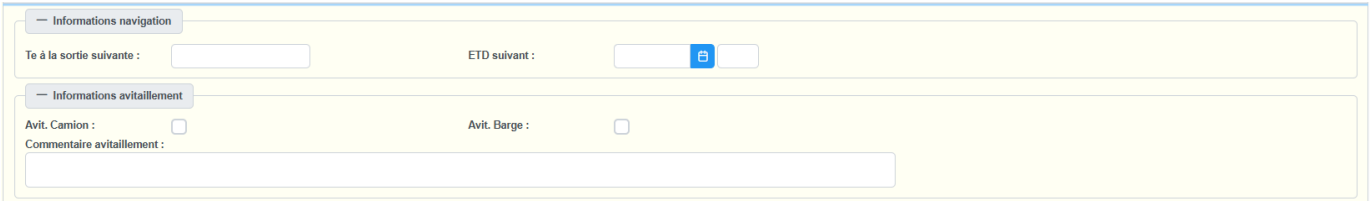
MANDATORY FIELDS: fields highlighted in blue

- ETD
- Length overall – Beam
- Flag
- Shifting draft: forward – midship – aft
- Harbour basin – Arrival berth

DH: Additional Information

Shifting Request (DH): Change of Berth

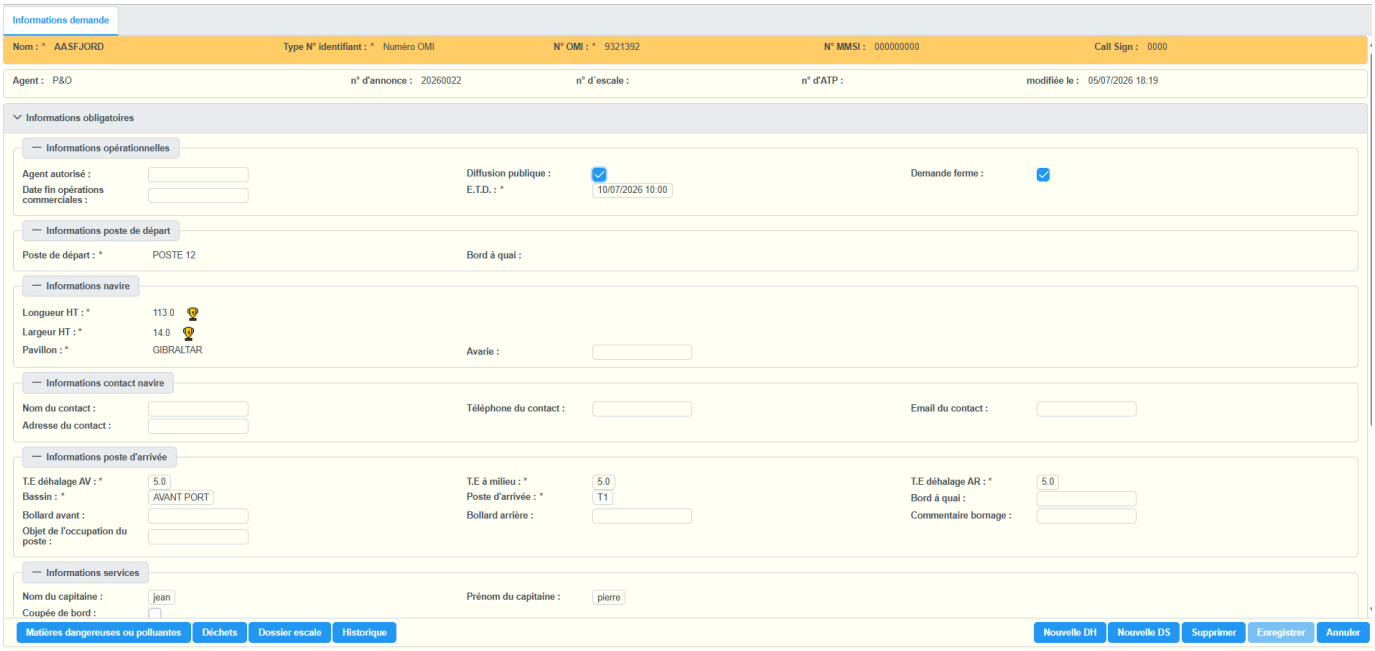
Page: Shifting Request Creation



- ✓ **The information on this page is optional:**
- ✓ It includes the departure draft, the next ETD and provisioning information.

DH: Reviewing and Editing Entries

Shifting Request (DH): Change of Berth

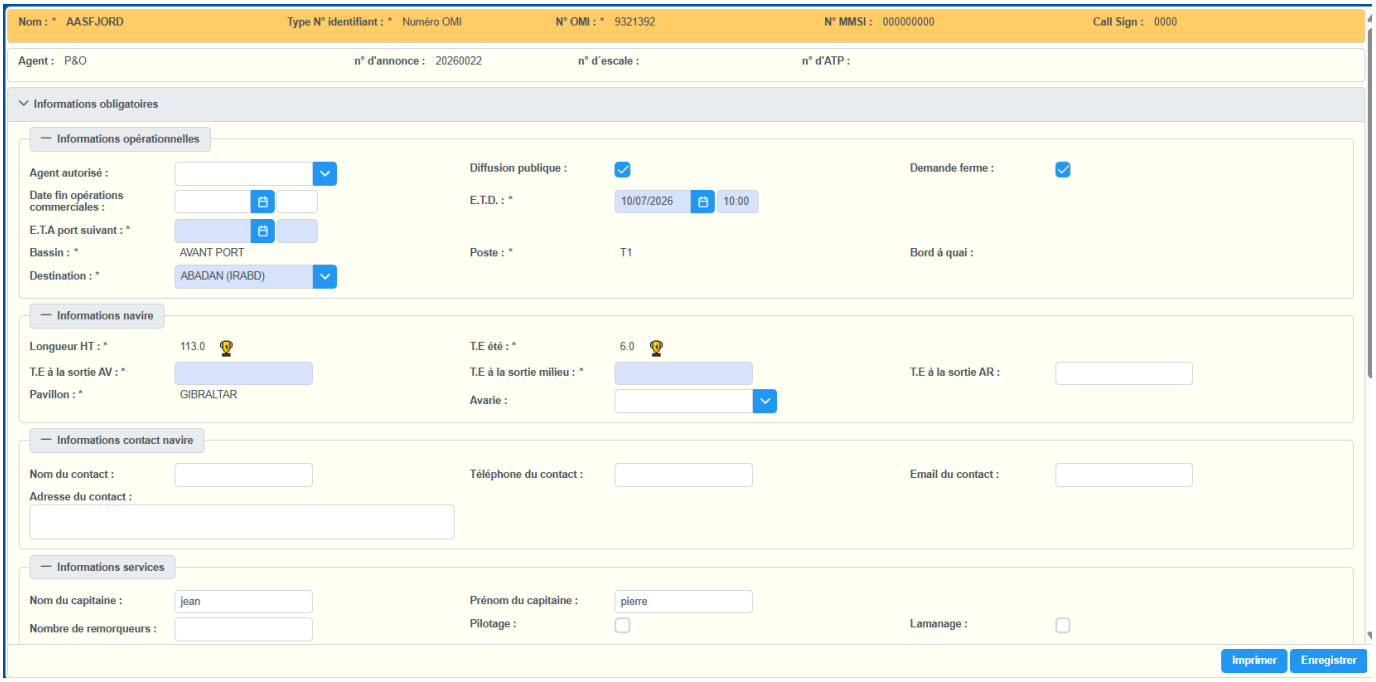


- ✓ **From the shifting request page, you can access:**
  - Either a new Shifting Request (DH)
  - Or the Departure Request

DS: Mandatory Information

The “New DS” button opens the page for creating a new departure request.

Departure Request (DS) / Page: Departure Request Creation



- ✓ **The “DEPARTURE REQUEST” (DS) entry screen can be accessed in one of two ways, depending on the situation:**

  - ✓ WITHOUT A SHIFTING REQUEST

The entry screen is accessed by clicking the “NEW DS” command button from the DPQ (see screenshot on page 14).

  - ✓ WITH A SHIFTING REQUEST

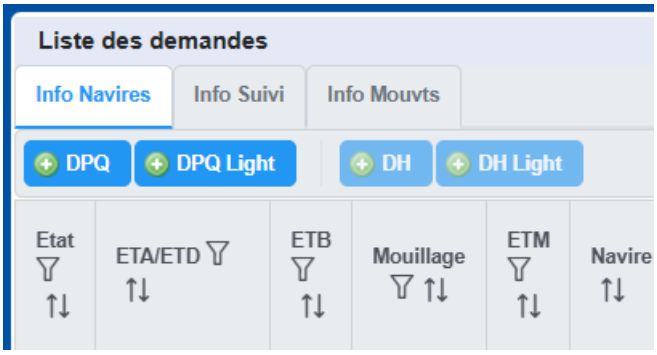
The same entry screen is accessed from the review screen of the last shifting request (if several shifting operations take place in succession; see screenshot on page 17).

MANDATORY FIELDS: fields highlighted in blue

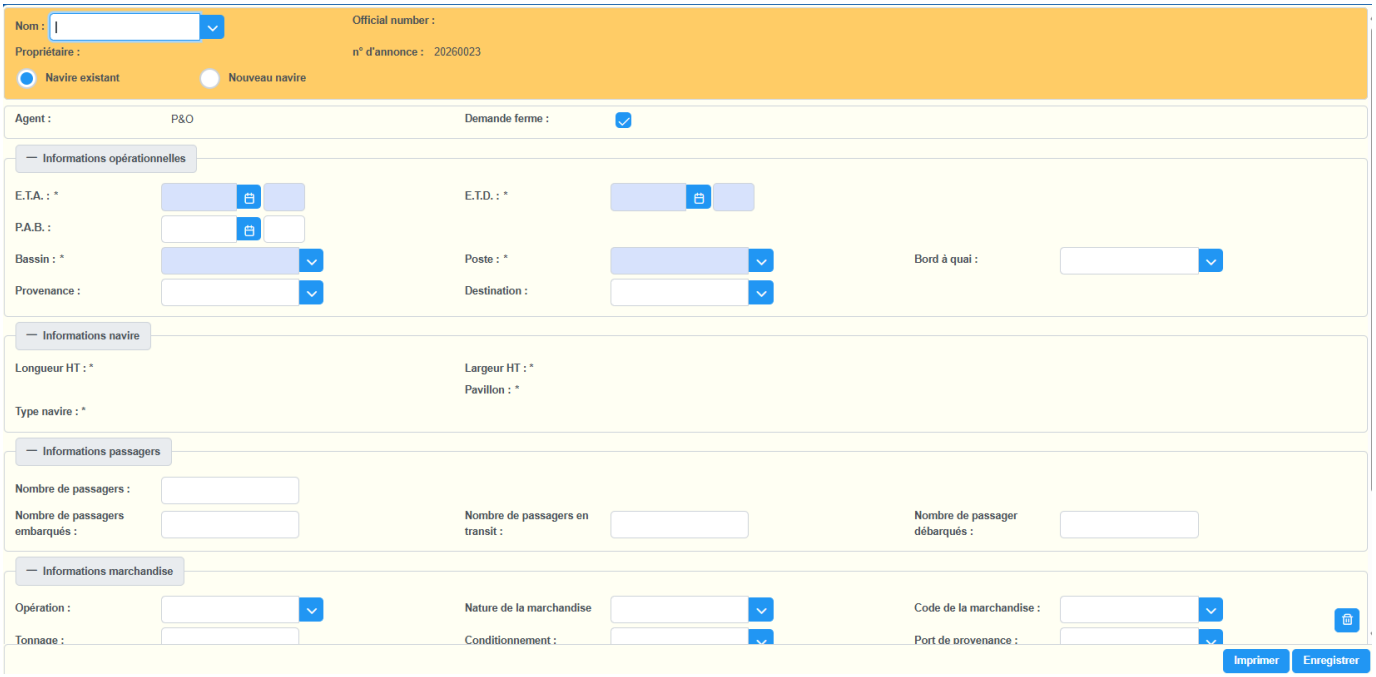
- ETD – ETA at next port
- Destination
- Length overall – Departure draft
- Flag
- Number of passengers
- Number of crew members
- Vessel security level indicator (default: 1)

Light DPQ: Creating a New Light DPQ

Page: Creation of an Inter-Caledonian Berth Allocation Request



The "Light DPQ" button at the top left of the request list opens the page for creating a simplified berth allocation request for vessels not subject to GUMP.



A vessel is making a new port call:

Enter the first letters of the vessel's name or identification number in the "Name" list to start the search.

✓ **Two situations may arise:**

- The search returns one or more results

Click the required vessel

✓ The search returns no results

- Select "New vessel"
- Fill in the mandatory fields (vessel name and identification number) and, where applicable, the dimensions.
- Save the DPQ. It will appear in the list with the icon.
- Then reopen the DPQ and click the "Create vessel" button to save the vessel's characteristics.

- When the vessel details form is saved, the Harbour Master’s Office will be notified that the vessel must be validated.
- Once validated by the Harbour Master’s Office, the icon will disappear.

Light DPQ: Mandatory Information

Page: Light Berth Allocation Request Creation

MANDATORY FIELDS: fields highlighted in blue for a firm request

- ETA – ETD
- Harbour basin – BERTH
- Length overall – Beam
- Arrival draft – Summer draft – Vessel type
- Flag
- Cargo handler (if cargo is declared)

MANDATORY FIELDS: fields highlighted in blue for a forecast request or a new vessel

- E.T.A
- Harbour basin – BERTH
- Cargo handler (if cargo is declared)

✓ NOTE 1

If the vessel is calling to load, tranship or unload a product, all fields in the “Cargo information” section must be completed. In the case of transit, only the cargo type, tonnage, packaging and port of origin/destination of the cargo are mandatory.

✓ NOTE 2

All drop-down lists support autocomplete searching (similar to Google).

✓ NOTE 3

By default, every Light DPQ is a “FIRM REQUEST” (see the checkbox at the top right of the screen).

✓ NOTE 4

Every Light DPQ is a “PUBLIC REQUEST”.

Light DPQ: Reviewing and Editing Entries

The Light DPQ can be edited. Simply click the field(s) to be modified and save the changes.

- ✓ **Using the command buttons at the bottom of these pages, you can:**
- ✓ **create a Light DEPARTURE request (New Light DS)**
- ✓ **duplicate the berth allocation request (copy the request)**
- ✓ **delete the request (cancel it)**
- ✓ **print the request**
- ✓ **open the port-call file**
- ✓ **open the vessel details form**
- ✓ **view the request history**

Light DS: Mandatory Information

Departure Request (DS) / Page: Light Departure Request Creation

MANDATORY FIELDS: fields highlighted in blue

- ETD – Destination
- Departure draft

Port-call file

The VIGIEsip Port-call File can be accessed from a request (DPQ, DH or DS) in edit mode.

It contains two tabs:

- ✓ Arrival: documents required before the vessel enters the port.
- ✓ Departure: documents required before the vessel leaves the port.

Documents in the Port-call File are identified by the following types:

- ✓ “Available on board”: tick the box to confirm that the document is available on board. No upload is required.
- ✓ “PDF” icon: a viewable document that does not require electronic submission. This applies to certificates or exemptions.
- ✓ “Excel” icon: an AnNa 1.3 file to be uploaded.
- ✓ “Form” button: a document that must be completed and submitted electronically.

Documents:

- ✓ Each upload or validation creates a new version (the initial version is 0). Files retain their electronic signature.
- ✓ Documents can be uploaded and data entered until the vessel’s departure.
- ✓ Arrival documents must be provided 24 hours before arrival, unless the time between the previous port and arrival is shorter.
- ✓ Departure documents must be provided before departure.

Approvals:

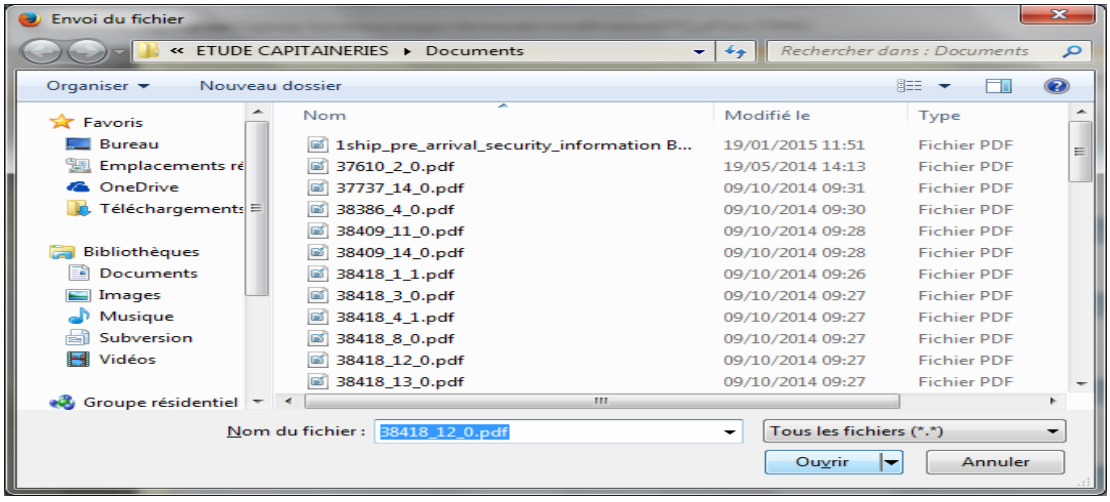
- ✓ Declarant approval: validates the arrival or departure and prevents further changes. The Harbour Master’s Office may authorise it even if documents are missing, in accordance with port rules.
- ✓ Harbour Master’s Office OK approval: validates a document and prevents it from being deleted or replaced.
- ✓ Harbour Master’s Office overall approval: validates the entire file and prevents any changes.

The Harbour Master’s Office can revoke the declarant approval; the administrator can revoke the overall approval. These actions are logged and timestamped.

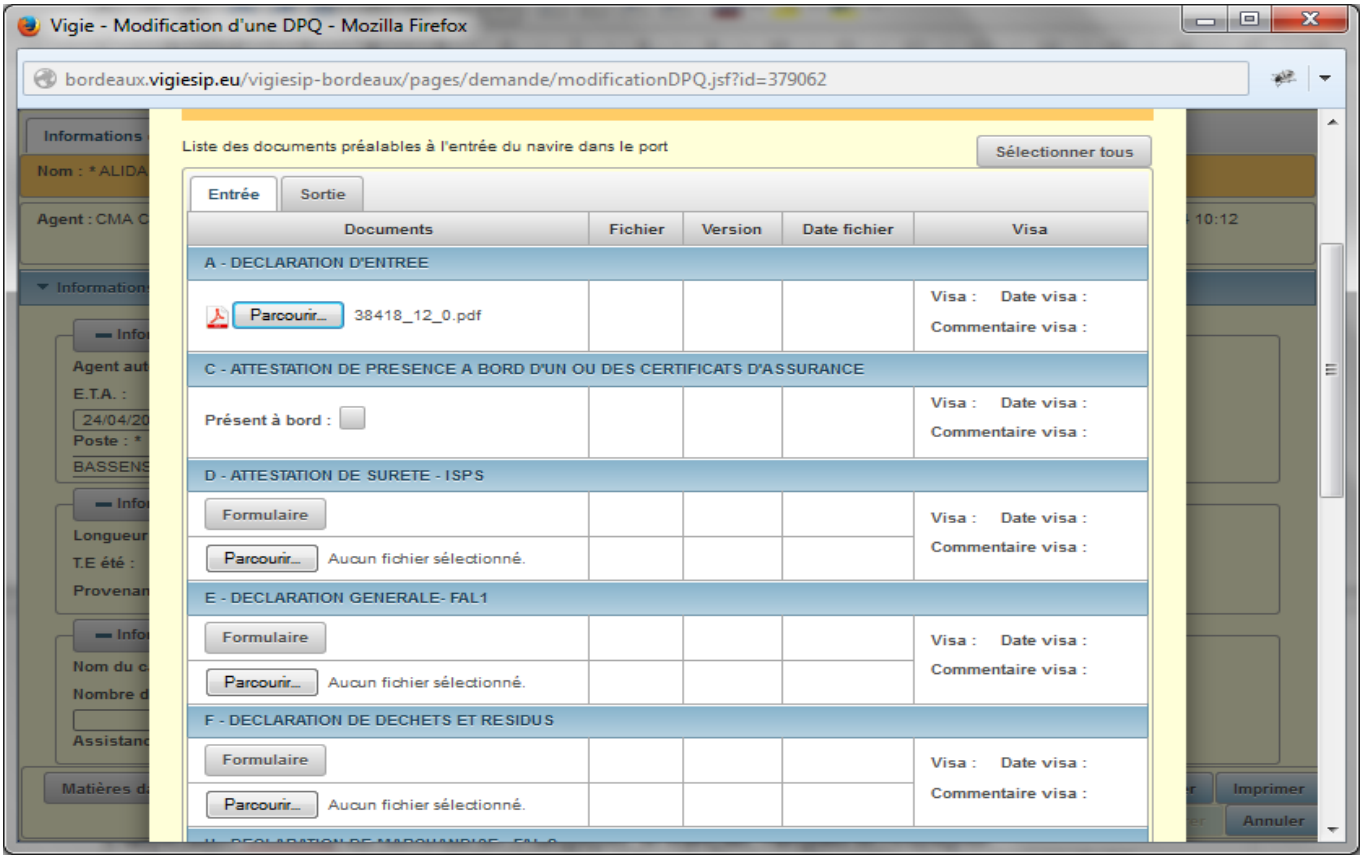
Uploading a PDF file to the Port-call File:

Clicking the Browse button opens a file explorer, allowing you to select a file stored on your computer.

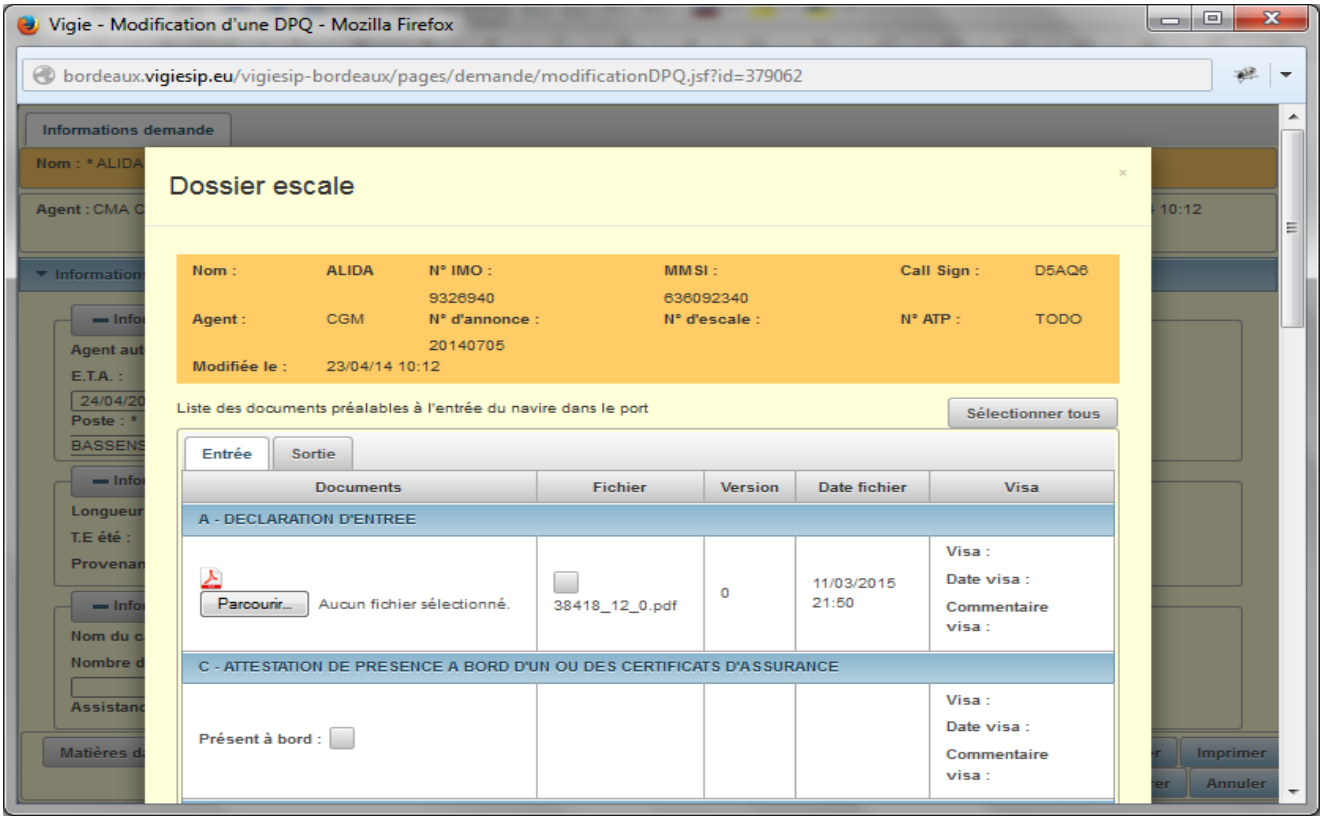




Click the Open button. The file name will then appear next to it:



Click Save. The file then appears in the “File” column:



Several files can be uploaded at the same time. The first upload is version 0; the version number is incremented with each subsequent upload.
To delete or download one or more files, tick the corresponding boxes and then click Delete or Download.
Each upload is timestamped. The “Approval” column, reserved for the Harbour Master’s Office, is used to assign an approval status (Seen, OK or NOK) to each document.

Uploading a PDF file with a validity period:

This type of document is linked to the vessel and remains available in the files for its port calls until its expiry date has passed.
The validity start and end dates are mandatory whenever a document is uploaded.
Uploading, deleting, downloading, version management and approvals follow the procedure described under “Uploading a PDF file”.

VAT exemption certificate for port dues:

The “Not exempt” box allows the declarant to indicate that no certificate is being provided. If it is not ticked, a warning message appears when the file is validated.

Uploading an AnNa XLSX file to the Port-call File:

The AnNa file is uploaded using the “Browse” button in the dedicated location on the first line of the arrival or departure file. Only one upload is required.
Select the file, click “Open”, then “Save”. The system processes the file and generates the corresponding documents based on the completed tabs.



- ✓ Versions: the first upload is version 0; each subsequent upload creates a new version.
- ✓ Deletion: select the documents to be deleted, then click “Delete”. Several documents can be deleted at the same time.
- ✓ Printing: open the document using its link, then click “Print”.
- ✓ Downloading: select the required documents, then click “Download”. Several documents can be downloaded at the same time.

Templates and explanatory guides on how to complete the AnNa file are available in the FAQ (https://faq.vigiesip.eu/mediawiki/index.php?title=Documentations_AnNa).https://faq.vigiesip.eu/mediawiki/index.php?title=Documentations_AnNa

Completing the FAL1 form:

The FAL1 is pre-filled using data from the DPQ or DS. Only the “Comments” section can be edited.

- ✓ Validate: locks, signs and timestamps the FAL1, which then appears in the “File” column.
- ✓ Reset: reloads the data from the request.
- ✓ Print: generates the FAL1 in the official PDF format.

The FAL1 is generated automatically when the declarant approval is applied, if it has not already been validated.

Completing the FAL5 form (CREW LIST):

The FAL5 is pre-filled with vessel identification details from the DPQ or DS.
- ✓ Validate: locks, signs and timestamps the form, which then appears in the “File” column.
- ✓ Reset: reloads the data from the request.
- ✓ Print: generates the form in the official PDF format.
- ✓ Add / Delete: allows you to add or delete a row in the list.

If the FAL5 is mandatory, the system reports that it is missing when the file is validated (declarant approval). The “Nothing to declare” box indicates that the vessel is exempt from this declaration.

Completing the FAL6 form (PAX LIST):

The FAL6 is pre-filled with vessel identification details from the DPQ or DS.
- ✓ Validate: locks, signs and timestamps the form, which then appears in the “File” column.
- ✓ Reset: reloads the data from the request.
- ✓ Print: generates the form in the official PDF format.
- ✓ Add / Delete: allows you to add or delete a row in the list.

If the FAL6 is required (a non-exempt vessel carrying passengers), the system reports that it is missing when the file is validated (declarant approval). The “Nothing to declare” box indicates that the vessel is exempt or carries no passengers.

Completing the ISPS form:

For a ferry, clicking the “Form” button copies the declaration from the vessel’s previous port call.

- ✓ Validate: locks, signs and timestamps the form, which then appears in the “File” column.
- ✓ Reset: reloads the data from the request.
- ✓ Print: generates the form in the official PDF format.

Completing the waste declaration form (WASTE):

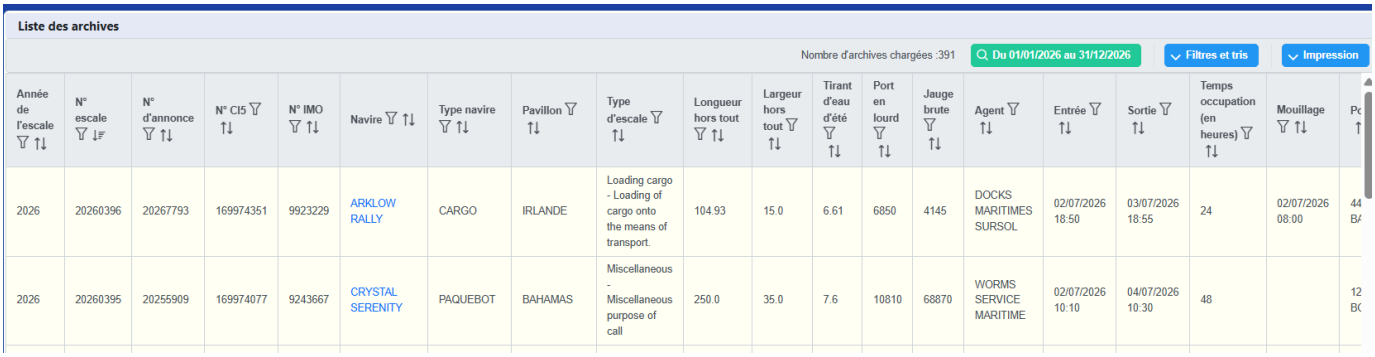
Quantity checks:

- The maximum storage capacity cannot be less than the sum of the quantity remaining on board and the quantity generated between notification and the next port.
- The maximum storage capacity cannot be less than the quantity delivered.
- At least one row containing a quantity to be delivered or a quantity remaining on board must be completed with a value greater than 0 in order to save/validate the FAL.
- If the quantity delivered or remaining on board is entered as greater than 0 on a row, the following fields must also be completed on the same row:
    - Maximum storage capacity
    - Quantity delivered
    - Quantity remaining on board
    - Quantity generated between notification and the next port
- The “Next port” and “Date of last delivery” fields are mandatory in all cases.
- If the sufficient dedicated storage capacity for a type of waste is greater than or equal to the threshold in a MAROL annex applicable to the request’s destination port, an alert is displayed in the cell containing the annex reference. The calculation method is that set out in Commission Implementing Regulation (EU) 2022/89 of 21 January 2022 laying down rules for the application of Directive (EU) 2019/883.

- ✓ Validate: locks, signs and timestamps the form, which then appears in the “File” column.
- ✓ Reset: reloads the data from the request.
- ✓ Print: generates the form in the official PDF format.

Archives: Viewing

Page: Archive List



Année de l'escale	N° escale	N° d'annonce	N° CIS	N° IMO	Navire	Type navire	Pavillon	Type d'escale	Longueur hors tout	Largeur hors tout	Tirant d'eau d'été	Port en lourd	Jauge brute	Agent	Entrée	Sortie	Temps occupation (en heures)	Mouillage	Po
2026	20260396	20267793	169974351	9923229	ARKLOW RALLY	CARGO	IRLANDE	Loading cargo - Loading of cargo onto the means of transport.	104.93	15.0	6.61	6850	4145	DOCKS MARITIMES SURSOL	02/07/2026 18:50	03/07/2026 18:55	24	02/07/2026 08:00	44 BA
2026	20260395	20255909	169974077	9243667	CRYSTAL SERENITY	PAQUEBOT	BAHAMAS	Miscellaneous - Miscellaneous purpose of call	250.0	35.0	7.6	10810	68870	WORMS SERVICE MARITIME	02/07/2026 10:10	04/07/2026 10:30	48		12 BC

By default, the archive list loads port calls from the last two years. To view earlier records, select an earlier year from the drop-down list; data will be loaded from that year onwards.

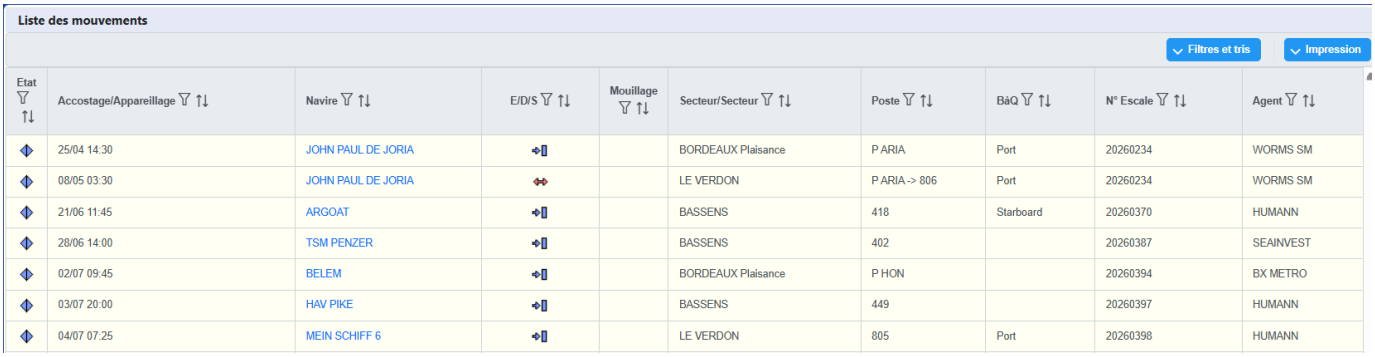
The list contains the following information:

- Port-call year
- Port-call number
- IMO number
- Vessel name
- Vessel type
- Flag
- Length overall
- Beam
- Summer draft
- Deadweight
- Gross tonnage
- Agent
- Arrival date
- Departure date
- Occupancy time (in hours)
- Anchoring date
- Berth
- Export product
- Import product

- Export tonnage
- Import tonnage
- Export cargo handler
- Import cargo handler
- Pilot boarding date
- Pilot disembarkation date
- Arrival draft forward
- Arrival draft aft
- Departure draft forward
- Departure draft aft
- Number of tugs on arrival
- Number of tugs on departure
- Sector
- Berthing side
- Port of origin
- Port of destination
- Shipowner
- ISPS

Movements

List of Arrivals, Shifting Operations and Departures / Page: Movements



Liste des mouvements

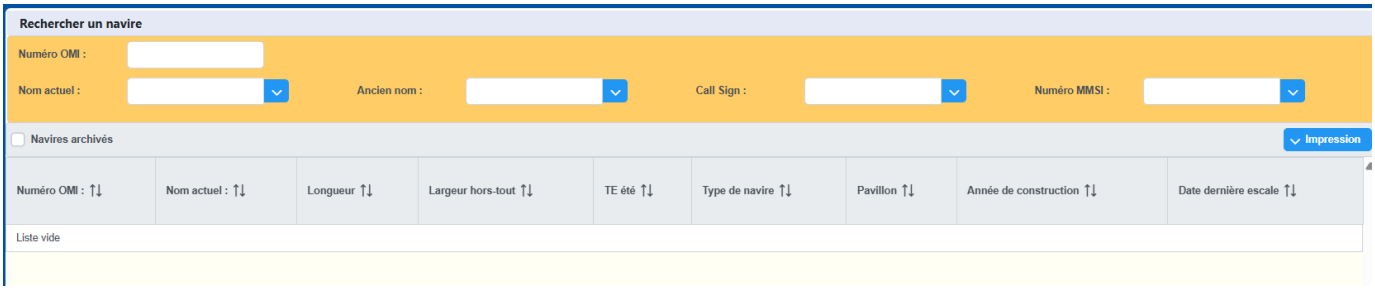
Filtres et tris | Impression

Etat	Accostage/Appareillage	Navire	E/D/S	Mouillage	Secteur/Secteur	Poste	BàQ	N° Escale	Agent
	25/04 14:30	JOHN PAUL DE JORIA			BORDEAUX Plaisance	P ARIA	Port	20260234	WORMS SM
	08/05 03:30	JOHN PAUL DE JORIA			LE VERDON	P ARIA -> 806	Port	20260234	WORMS SM
	21/06 11:45	ARGOAT			BASSENS	418	Starboard	20260370	HUMANN
	28/06 14:00	TSM PENZER			BASSENS	402		20260387	SEAINVEST
	02/07 09:45	BELEM			BORDEAUX Plaisance	P HON		20260394	BX METRO
	03/07 20:00	HAV PIKE			BASSENS	449		20260397	HUMANN
	04/07 07:25	MEIN SCHIFF 6			LE VERDON	805	Port	20260398	HUMANN

- ✓ Select “Harbour Master’s Office” / “Movements” to display a summary of completed movements.
  - ✓ Arrival: up to berthing (blue square).
  - ✓ Departure: from unberthing (blue square).
  - ✓ Shifting: from unberthing (yellow arrow) to the next berthing (blue square).

Vessels

Page: Vessel Search



- ✓ From the HARBOUR MASTER'S OFFICE / VESSEL DATABASE menu (see screenshot above), you can search for a vessel in the VIGIEsip database by entering its IMO number or name. The result is displayed in the list; the vessel's name or number is a link that opens the vessel view screen.

The information currently displayed on the "Vessel View" screen provides only basic details of a vessel that has previously called at the port.

- ✓ This information can be supplemented using everyone's knowledge, in order to make the work of the various stakeholders easier during future port calls.

All information in the vessel details form can be edited, except for pilot-related information.

- ✓ Note 1

The VESSEL VALIDATION box indicates whether the Harbour Master's Office has checked and validated the information in the vessel details form.

- ✓ Note 2

The DIRECT BERTH ENTRY box indicates that the vessel belongs to the list of vessels that can be added alongside without going through a DPQ, via Harbour Master's Office / VESSELS ALONGSIDE.

- ✓ Note 3

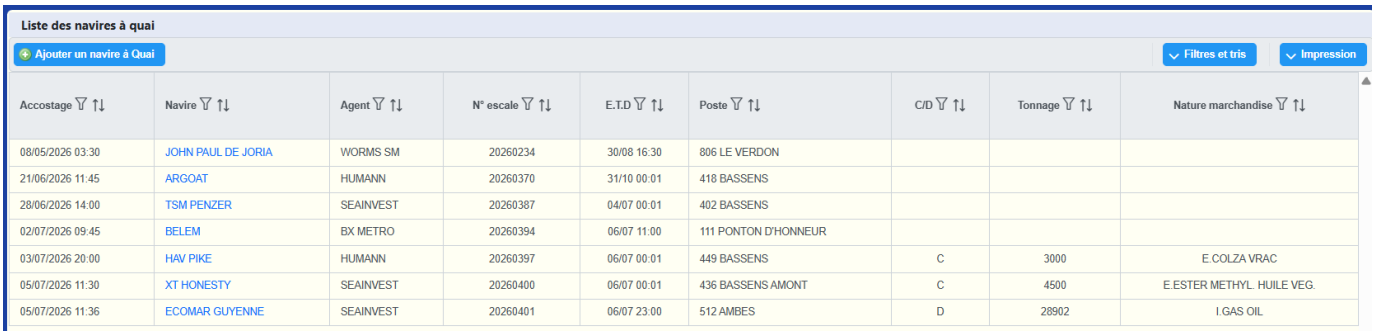
The BANNED VESSEL box prevents the vessel from being offered when creating a DPQ.

- ✓ Note 4

The ARCHIVING box removes the vessel from all lists.

Vessels Alongside

Page: Vessels Alongside List



Liste des navires à quai

Ajouter un navire à Quai | Filtres et tris | Impression

Accostage	Navire	Agent	N° escale	E.T.D	Poste	C/D	Tonnage	Nature marchandise
08/05/2026 03:30	JOHN PAUL DE JORIA	WORMS SM	20260234	30/08 16:30	806 LE VERDON			
21/06/2026 11:45	ARGOAT	HUMANN	20260370	31/10 00:01	418 BASSENS			
28/06/2026 14:00	TSM PENZER	SEAINVEST	20260387	04/07 00:01	402 BASSENS			
02/07/2026 09:45	BELEM	BX METRO	20260394	06/07 11:00	111 PONTON D'HONNEUR			
03/07/2026 20:00	HAV PIKE	HUMANN	20260397	06/07 00:01	449 BASSENS	C	3000	E.COLZA VRAC
05/07/2026 11:30	XT HONESTY	SEAINVEST	20260400	06/07 00:01	436 BASSENS AMONT	C	4500	E.ESTER METHYL. HUILE VEG.
05/07/2026 11:36	ECOMAR GUYENNE	SEAINVEST	20260401	06/07 23:00	512 AMBES	D	28902	I.GAS OIL

✓ From the Harbour Master's Office / Vessels Alongside menu

The list above shows all vessels alongside at a given time.

- In addition, the Harbour Master's Office can "Add a Vessel Alongside", for example a dredger operating in front of a specific berth or a barge carrying out repairs alongside a quay.

Downloading Port-call Documents

Processing tab (for ferries)

Page: List of Documents to Download



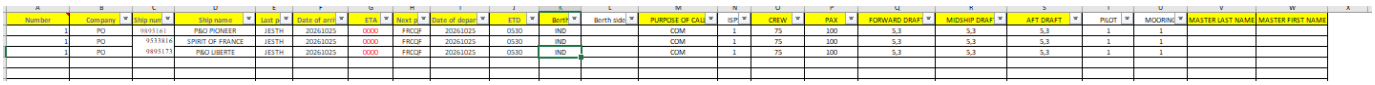
✓ From the Harbour Master's Office / Download Port-call Documents menu

The list above provides a snapshot of the available documents, organised by tab.

The Processing tab is reserved for uploading port-call schedule files.

The "Add file" button is used to upload a schedule file. The status in the table is OK if the file has been processed successfully and NOK if an error occurred during processing.

The file template must contain 23 columns, as shown below:



A: row number (mandatory)

B: agent or company (mandatory)

C: vessel IMO number

D: vessel name

E: port of origin (LOCODE)

F: arrival date in YYYYMMDD format

G: arrival time in HH:MM format

H: destination port (LOCODE)

I: departure date in YYYYMMDD format

J: departure time in HH:MM format

K: berth: IND

L: side alongside (B, T) (optional)

M: purpose of call (COM, WAIT, REPAIR, STOP, PROVISIONING, BUNKERING, REFIT) (mandatory)

N: vessel security level (1, 2, 3) (optional)

O: expected number of crew members (mandatory)

P: expected number of passengers (mandatory)

Q: declared forward draft (mandatory)

R: declared midship draft (mandatory)

S: declared aft draft (mandatory)

T: pilotage (1 or 0 for yes or no) (optional)

U: mooring (1 or 0 for yes or no) (optional)

V: captain’s surname (optional)

W: captain’s first name (optional)

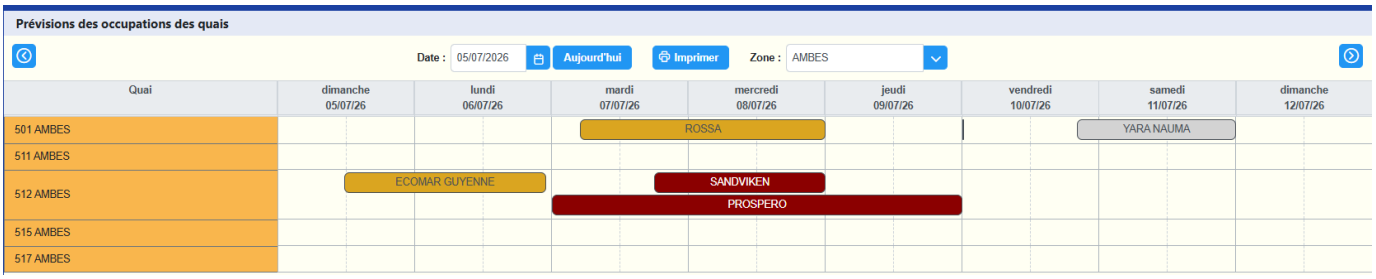
DPQ/DS requests created automatically by the system will be forecast requests.

Other Tabs

The Harbour Master’s Office will provide view-only access to the documents it wishes to share.

Forecasts
(excluding ferry companies)

Page: Port-call Schedule



✓ From the Harbour Master's Office / Quay Occupancy Forecasts menu

The schedule above provides a snapshot of upcoming port calls.

The schedule displays berth occupancy from the current date for the following seven days. The calendar can be used to select another date. The arrow buttons at either end of the schedule move it forward or backward by one day. Areas can be defined to group certain berths and shorten the berth list. If at least two areas have been defined, an "Area" drop-down list allows you to switch between them (provided that the areas have been configured in the coding tables). Red rectangles represent vessels carrying dangerous goods.